

Name		
Address		
City	State	ZIP+4
Phone # ()	Fax # ()	
E-mail address		
Company (optional)		

Edmonds

Free Contractor Training

Registration Form

August 27 - 28, 2009

Mail copy of this registration form to:
Dept. of Labor & Industries
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

Select one class in each time frame by check the box.

Please bring a copy of this schedule to the training

OR FAX to: 360 902-5292

OR Call: 360 902-6366 or 360-902-4733

Time	Room	Course Title	
7:30 AM	Check-in and networking		
8:00 AM			
<input type="checkbox"/>	SQL 212	Bidding, Estimating and the Bottom Line	1 Hour 55 Minutes
<input type="checkbox"/>	SQL 213	Job Site Safety Set-up and Your Weeklies?	
<input type="checkbox"/>	SQL 214	Boiler Installer Safety	
<input type="checkbox"/>	SQL 203	Low Impact Development	
<input type="checkbox"/>	SQL 202	Residential Construction Accident Prevention / Car Safety #	
<input type="checkbox"/>	SQL 205	Plumbing Code Training – Part 1**	
10:00 AM			
<input type="checkbox"/>	SQL 212	Bidding, Estimating and the Bottom Line	2 Hour
<input type="checkbox"/>	SQL 213	Construction Contracts – What you should know!	
<input type="checkbox"/>	SQL 214	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	SQL 203	Prevailing Wage	
<input type="checkbox"/>	SQL 202	Fall Protection and Personal Protective Equipment #	
<input type="checkbox"/>	SQL 205	Plumbing Code Training – Part 2***	
12:00PM	Lunch – on your own		
1:00pm			
<input type="checkbox"/>	SQL 212	New Contractor Overview	55 Minutes
<input type="checkbox"/>	SQL 213	How do I Protect Myself and My Business?	
<input type="checkbox"/>	SQL 214	Overtime, Breaks and Deductions	
<input type="checkbox"/>	SQL 203	Get Money Back from L&I – Say It's So!	
<input type="checkbox"/>	SQL 202	Heat Related Rules and Fire Extinguisher Safety #	
<input type="checkbox"/>	SQL 205	Electrical Licensing 101 *	
2:00PM			
<input type="checkbox"/>	SQL 212	The Essentials of Small Business Planning	1 Hour 25 minutes
<input type="checkbox"/>	SQL 213	Subcontracting: Learn About Common Subcontracting Pitfalls	
<input type="checkbox"/>	SQL 214	Green Building	
<input type="checkbox"/>	SQL 203	Everything You Wanted to Know About Your L&I Account	
<input type="checkbox"/>	SQL 202	Ladders, Stairs and Scaffold Safety #	
<input type="checkbox"/>	SQL 205	Hiring an Independent Contractor / Prime Contractor Liability	
3:30 PM			
<input type="checkbox"/>	SQL 212	Saving Money on Your Unemployment Insurance Costs	1 Hour 25 minutes
<input type="checkbox"/>	SQL 213	Excavation and Trenching Awareness# (or Respiratory Protection for OSHA10)	
<input type="checkbox"/>	SQL 214	Marketing Your Business	
<input type="checkbox"/>	SQL 203	Managing Claims to Control Your Industrial Insurance Costs	
<input type="checkbox"/>	SQL 202	Respiratory Protection and Hazard communications#(or Excavation for OSHA10)	
<input type="checkbox"/>	SQL 205	Plumbing Contractors – Certification Requirements*	

☐ Please add my E-mail address to L&I List Serve to Receive – Quarterly Update newsletter

☐ Please add my E-mail address to the L&I Training Calendar (Bi-monthly e-mail with upcoming training events)

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other_____

Training will take place at:
Edmonds Community College
Snoqualmie Building
20000 68th Ave West
Lynnwood, Wa 98036

☐ *Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two (*)classes plus1 other. Fee is \$48.00. (Last 3 time slots)

☐ **Yes, I will to attend the Code Training Part 1 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.

☐ ***Yes, I will to attend the Code Training Part 2 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.

☐ Yes I want to obtain my **OSHA 10 Certification** and will attend the 3:00pm and 4pm sessions on **Thursday, August 27, 2009** plus all # marked classes on August 28, 09.

☐ Yes, I will attend the **Thursday August 27, 09 First Aid** class from 1pm – 5pm

When: Thursday and Friday, August 27 - 28, 2009**Check-in and networking begins at 7:30 AM****Don't miss out on this great training event! Fax in your registration today!**

Course Descriptions and Presenters

Prevailing Wage (*Experienced contractor*) – Intents and affidavits completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Bea Hart, Agent with L&I.

New Contractor Overview (*New contractor*) – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Bruce Weech, specialty Compliance Supervisor.

Everything You wanted to know about your L&I Account (*New contractor*) - Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Adrienne Pitts, Policy Manager, L&I.

Get Money Back from L&I – Say It's So! (*Experienced contractor*) - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and timely responses after an injury occurs. Find out about benefits, requirements and enrollment. Presented by Jessica Jeffreys, Financial Incentives Coordinator with L&I and Ann Jarvis, VP of Safety with ABC of Western Washington.

Managing Claims to Control Your Industrial Insurance Costs (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Lori Bennington, Claims Unit Supervisor, Labor & Industries.

Overtime, Break Periods and Deductions (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Jim Ashcraft, Wage and Hour supervisor with L&I

Hiring "Independent Contractors" in Washington State / Prime Contractor Liability (*All contractors*) – Learn the distinction between an "independent contractor" and an employee. This course will help you understand when you must meet safety standards, pay workers' compensation premiums and meet wage & hour requirements. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Benfield and Bonnie Jauregui of Labor and Industries.

Bidding, Estimating and the Bottom line (*New contractors*) - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Joe Ratto, President, J.A. Ratto Company and 35 year construction industry veteran. Mr. Ratto also teaches business management courses for the National Association of Homebuilders.

Saving Money on Your Unemployment Insurance Costs – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Shanonne Kirby, Tax Specialist, Dept of Employment Security.

The Essentials of Small Business Planning (*New contractors*) – Practical approaches to small business planning and the importance of a business plan. Information will include key elements of a quality business plan and low or no-cost small business resources to assist you to start, run and grow your construction business. Presented by Paul Snare, of SCORE.

Low Impact Development: Designed for the small builder, developer or designer, this is an introduction to *Low Impact Development*. It will answer key questions, including "What's in it for the builder?", "Will it cost more?", and "Where does LID fit in with other stormwater regulations?" Discussion of cost effective LID techniques, which are best for residential lots and strategies for getting government approval. Presented by Jodi Slavik, Counsel for the BIAW.

***Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

*** Electrical Licensing 101** (*All contractors*) - This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Jim Hinrich, Electrical Supervisor (Plumber Industry Related CEU Course.)

Job Site Safety Set-up and Your Weeklies? (*Contractors with employees*) – Toolbox talks and jobsite inspections – a "how-to" guide for contractors. Review the basics of how to do weekly jobsite inspections and how to hold toolbox talks and the available online resources for these two activities. What has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by Elizabeth McKay, Assistant Safety Director for Associated General Contractors.

Course Descriptions and Presenters, continued

Subcontracting: Learn About Common Subcontracting Pitfalls! (*Subcontractors*) – Learn about common subcontract terms that generals tend to use to put the subcontractor in a position where it is difficult to win in a dispute. This class will include a review of problematic clauses such as pay-if-paid, change directives, warranties, pass-through claims, etc. and how to deal with these clauses. Never blindly sign a subcontract again. Presented by Sage Linn, of Linville Law Firm, PLLC.

Boiler Installer Safety (Boiler installers) At this new workshop, boiler installers will learn just what happens during an installation inspection and how to be in compliance. What do inspectors look for? What are the most common problems found? Come to this workshop get your questions answered and learn about web site resources to make your job easier. There will be a Q&A period at the end. Presented by Mike Carlson, L&I boiler inspector.

How do I Protect Myself and My Business? (*All contractors*) – Why you should or should not form a corporation, an LLC, a sole proprietorship. Get tips and information on protecting yourself and your business from liability and the tax consequences. Also learn how and when to get a personal guarantee and do a credit check to make sure that your clients will not leave you holding the bag. Presented by Seth Millstein, of Linville Law Firm PLLC.

Construction Contracts – What You Should Know! (*All contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Linville Law Firm.

Green Building – What is it all about? (*All contractors*) - Learn more about Washington's green building programs and the advantages of going "green". Discover the established rating system that incorporates green building principles from start to finish. Green Building focuses on: energy efficiency; site and water considerations; indoor air quality; and materials selection to provide homes that are less expensive to own and operate provide greater comfort, durability and are good for the environment. Presented by Jan Rohila, Education Director, Building Industry Association of Washington

State Taxes Sales, Use and B&O (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin, Tax Payer Information Specialist with DOR's Taxpayer Education Section.

Effective Marketing for Contractors (*All contractors*) – Learn the differences between "marketing" and "advertising"; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

****Plumbing Code Training – Part 1** – Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries.

*****Plumbing Code Training – Part 2** – Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 4 year veteran of Labor and Industries.

Fall Protection and Personal Protective Equipment :(*All Contractors/Employees*) – Workers who work above 4' from a platform must use fall protection and be trained on its use or implementation. Often at 10', personal fall arrest or similar systems must be used. This class covers anchors and their requirements, personal fall arrest systems, written Fall Protection Plans (both on and off the jobsite) and is the required training for your employees. The written Personal Protective Equipment plan and Job Hazard Analysis is also covered. Presented by the Northwest Independent Contractors Association (NICA).

Residential Construction Accident Prevention and Safety (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented NICA.

Ladders, Scaffolds and Stairways: (*All Contractors/Employees*) - Basic ladder, scaffold, and stairway safety requirements are covered in this class. Learn the safety regulations and best practices for their use and construction. Presented by the Northwest Independent Contractors Association (NICA).

Heat Related Rules and Fire Extinguisher Use: (*All Contractors / Employees*) - Heat Stress can affect all outdoor workers. This class covers Employer requirements to provide water on jobsites, signs and symptoms of heat related illness, emergency procedures for heat related emergencies, and related topics. We will also cover Fire Extinguisher training and requirements. Presented by the Northwest Independent Contractors Association (NICA).

Excavation and Trenching Awareness: Excavation and Trenching accidents are often fatal. Knowing the basic causes of collapse, the requirements for basic trench safety, available products, and the need for a competent person can save lives at the jobsite. Presented by the NICA

Respiratory Protection/Hazard Communication: This class is required for employers whose employees wear respirators. All employees who wear respirators must receive respirator training, medical evaluations, and fit testing. Hazard Communication covers training and written plan requirements for contractors who work with chemicals such as paints, primers, epoxy's, and glues. MSDS sheet requirements are also covered. Presented by the NICA.

THURSDAY – August 27, 2009 Special Sessions available to obtain your OSHA 10 hour Safety Certification or First Aid Certificate (OSHA 10 also requires attendance on August 28, 2009)

3:00pm - # Introduction to OSHA This class covers the basic elements of the Federal OSH act, how it applies in Washington State, general regulations, jobsite inspections, and related topics. This is required for all attendees receiving an OSHA 10 card. Presented by the NICA.

4:00pm - #Tool Basics: This class covers hazards associated with construction tools, including serious injury and death. The electrical portion covers jobsite requirements for electrical safety and dangers inherent with working with electricity. Presented by the Northwest Independent Contractors Association. (NICA)

1pm – 5pm - First Aid: First Aid/CPR: ASHI certified instructors will take employees through the crucial minutes between an accident and when Emergency Medical help arrives. This class focuses on job site accidents and injuries. CPR and Choking training is also covered. Students Receive a First Aid and CPR completion Card. (for CE Credit speak to the instructor)

Department of Labor and Industries
Specialty Compliance Services
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

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Free Training for Construction Contractors Edmonds, August 27 - 28, 2009 (Thursday and Friday)

- Want to learn how to **save money** on Workers Compensation premiums or your Unemployment Premiums?
- Do you need to **update** your Accident Prevention plan?
- Would you like to **get your OSHA 10 card**?
- Do you have a **written Business Plan**?
- Have you ever wondered whether or not you should **incorporate your business**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. Twenty-Eight different classes on everything from marketing your business to safety training to customer service issues.

The course has been approved for Plumbing Continuing Education Credit – see our website for details and CEU fee. <http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/>
OR call 360 902-4666.